



SOLICITATION NUMBER: AID-002-22
ISSUANCE DATE: March 17, 2022
CLOSING DATE/TIME: April 10, 2022 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Brian LeCuyer
Contracting Officer
USAID/Zambia

United States Agency for International Development (USAID)
Embassy of The United States of America
Subdivision 694/Stand 100
Kabulonga Road, Ibex Hill
P O Box 32481
Lusaka, Zambia

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** AID-002-22
- 2. ISSUANCE DATE:** March 17, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** April 10, 2022; 23:59 pm Lusaka
- 4. POINT OF CONTACT:** Brian LeCuyer, e-mail at EXOZambiaHR@usaid.gov
- 5. POSITION TITLE:** Human Resource Assistant
- 6. SALARY/MARKET VALUE:** FSN-8 equivalent to ZMW 277,574.59 – ZMW 439,831.28 per year
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration, estimated to start on June 5, 2022
- 8. PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS/APPLICANTS:** Cooperating Country National Personal Service Contractors (CCNPSC)
- 10. SECURITY LEVEL REQUIRED:** Public Trust

II. STATEMENT OF DUTIES

General Statement of Purpose of the Contract:

Under the direct supervision of the Human Resources Specialist and the Executive Officer the incumbent is responsible for, planning, designing, developing, coordinating and implementing the full range of Human Resource (HR) services to support the USAID Zambia mission and broader U.S. Development strategy. The USAID/Zambia Mission consists of 103 foreign national and approximately 31 American employees with five satellite offices managed from Lusaka. Services provided include: personal services contracting, position classification, recruitment, hiring and termination, travel, workforce planning, USDH assignment coordination as well as oversight of mission systems for evaluation, counseling, liaison and mediation. As a key member of the Human Resource Office, the HR Assistant is a technical advisor on personnel policies and issues; s/he serves as a point of contact on matters pertaining to post-specific regulations and guidelines affecting American and host country employees. The Human Resources Assistant also administers the Mission awards and assists in training programs, and ensures Mission compliance with all legal, regulatory, procedural and policy requirements governing personnel management activities.

Statement of Duties to be Performed:

Personnel Management:

- Prepares and process employment actions for all staff, including but not limited to appointments, Periodic Step Increases, Promotion, Resignation, Retirement, Personnel Services Contracts, Contract Modifications and other personnel documents, maintaining appropriate files and records. Responsible for the FSN Medical Insurance providers and Health Insurance for USDH, USPSC and TCNs. Processing selected candidates – for security/medical clearances, obtaining/preparing the required ID cards, and onboarding staff. Maintains database for accuracy and processes payment documents upon receipt of invoices for membership and excess charges against contract. Develops and implements effective employee management program by anticipating and identifying sources of difficulties and taking action to solve situations; ensuring that complaints are handled expeditiously and equitably, and that the Agency's and post's grievance procedures are well understood and operable, assuring an active support of equal employment opportunities.
- Maintains current and accurate employees' personnel confidential files for (USDH, US/TCN PSC, FELLOWS, TAACs and FSNs) and makes certain they are current at all times. Reviews position descriptions and provides technical guidance and assistance to supervisors and employees on position evaluation matters for M-CLASS position classification and position updates as needed. Issues all personnel actions and maintains permanent

personnel records in compliance with Agency policy. Develops recruitment materials for new or newly vacated positions in USAID. Manages entire recruitment process; conducts interviewing, testing and selection of applicants, including salary negotiations and employment briefings.

- Updates and maintains personnel and various office documents, e.g., Organization charts, mission staffing patterns, space planning/allocation, and position descriptions. Prepares and manages evaluations for FSN, USPSC, and TCN employees and advises correct administrative action to the HRS. Under the supervision of the HRS, collaborates with the Embassy and USAID/Washington on the development and implementation of personnel policies and procedures for local personnel, including the FSN Handbook and the Local Compensation Plan for the US Embassy.
- Coordinates the preparation of contracts and contract renewals for FSN and USPSC employees within the Executive Officer's contracting authority and ensures all contracts reflect changes in policy including but not limited to the ADS, Federal Acquisition Regulation (FAR), AID Acquisition Regulation (AIDAR), Foreign Affairs Manual (FAM) and Foreign Service National Employees' Handbook. Formulates budgets (biweekly salary, transportation, bonus, deductions, etc.). Ensures that services provided meet all legal, regulatory, procedural, and policy requirements. Participates in the preparation of annual budget estimates to assure that personnel requirements and wage adjustments are adequately covered.

Communications and Records Management:

- Maintains, modifies, and controls the Mission records. Coordinates across the mission the appropriate and timely schedule for permanent storage or eventual destruction. Reviews inactive files for storage, screens to eliminate unnecessary material to reduce files to minimum essential for retrieval. Maintains all records in logical sequence in appropriately labeled boxes and ensure adequate storage space and cleanliness. Provides advice and direction on file management and record disposition to each office's file custodians. Furnishes necessary reference for correct file management and performs research services when historical reports and other technical papers developed are needed from the storage area. Locates material requested by the Mission Personnel or any other entity with official rights to the information. Periodically reviews records in the local storage area and selects those that are eligible for destruction or shipment to USAID/W Records Depository for permanent storage. Ensures that correct actions are annotated with disposition actions and files.
- The incumbent provides technical guidance to the Roving Secretary. Coordinates file and document flow with Secretaries and Administrative Assistant in other Mission offices.

Travel:

- In coordination with the Travel Assistant provides oversight on regulations and keeps employees informed on matters relating to travel regulations (Home Leave, R&R, shorten tours, curtailing, assignments, etc.) ensuring compliance with all pertinent laws and regulations. Prepares concurrence cables and coordinates with the Financial Management Office on the availability of funds. Follows up with the Human Resource and Travel Assistant/s on the issuance of arrival and departure notices and clears all departure and arrival notices.

Training and Annual Workforce Preparation:

- Assist the Human Resource Training Coordinator with staff development across offices. May consult with office chiefs and Front Office to obtain most current estimates of planned and actual staff training requirements. Assist offices with training questions and maintains all policies and regulations related to training and staff development.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A bachelor's degree or local equivalent in Business Administration, Human Resource Management, Public Administration or related field is required.

b. Prior Work Experience: At least 3 years of progressively responsible experience in personnel management and experience with personnel management.

c. Language Proficiency: Fluency in English and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

d. Job Knowledge: Demonstrated knowledge of personnel management is required. Must have a working knowledge of host government guidelines concerning local labor law of employment of local personnel. The incumbent must possess knowledge of statutes and regulations as they deal with Human Resource and administrative services, including those directed by Zambia's Labor and government structures (Retirement Scheme Office; Social Security Office, Medical Coverage Institution, and Labor Office).

e. Skills and Abilities: Managerial, analytical and interpersonal skills are critical to the performance of this position. The ability to analyze and interpret complex policies, to articulate these policies and their application to Mission operations, and to put into effective USAID regulations and directions is essential. Also, excellent analytical skills and writing skills are required to effectively edit or assist in the rewrite position descriptions and prepare classification analysis. Excellent verbal communication and interpersonal skills are required to explain classification decisions, provide advice and assistance to US employees, and to communicate and work effectively with employees at all levels in discussing sensitive issues. Accuracy, attention to detail and patience are required to explain different types of personnel issues and policies to USDH, USPSC as well as FSN employees. Requirements also include the ability to function well under pressure, and to exercise flexibility and discretion in resolving problems.

Supervision Received: Incumbent receives supervision from the Human Resource Specialist and the Executive Officer. The incumbent is required to act and plan independently.

Supervision Exercised: None

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Evaluation Factors (40 points)

- Work Experience: 10 points
- Knowledge: 10 points
- Skills and Abilities: 20 points

Interview Performance (40 points)

Writing Evaluation (20 points)

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER/APPLICATION

- I. Eligible Offerors/Applicants are required to complete and submit:

- i. A formal Offer/application letter or cover letter.
 - ii. A current CV.
 - iii. Copy of all degrees.
 - iv. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>).
 - v. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. Submit your offer/application materials to: exozambiahr@usaid.gov

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
A PSC is normally authorized benefits in accordance with the Local Compensation Plan.
2. **ALLOWANCES (as applicable):**
A PSC is normally authorized allowances in accordance with the Local Compensation Plan.

VI. TAXES

A PSC is responsible for calculating and paying local income taxes. USAID/Zambia does not withhold or make local income tax payments.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. **Contract Cover Page** form **AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--